



**UTILITIES & SOLID WASTE MANAGEMENT DIVISION  
FREDERICK COUNTY, MARYLAND**

*Office of Accounting and Finance Support*  
4520 Metropolitan Court, Frederick, MD 21704  
Phone: 301-600-2354 • Fax: 301-600-2998  
E-mail: WaterSewerForms@FrederickCountyMD.gov

**WORK ORDER REQUEST**

**\*\*PLEASE PRINT OUT THIS FORM, FILL IT OUT AND FAX IT TO 301-600-2998  
OR E-MAIL IT TO THE ADDRESS LISTED AT THE TOP OF THIS FORM\*\***

ACCOUNT/CUSTOMER ID: \_\_\_\_\_

NAME: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

I would like the Frederick County Division of Utilities and Solid Waste Management staff to verify my meter reading and check for a service line leak.

I am aware that I must be present when the Operations Department staff comes to perform this work order and I must know how to shut off the water in my home at the main shut off valve.

I am also aware that there is a \$50 fee for this service\*\* and this fee will appear on my next bill.

\*\*The only time this fee is waived is if the meter reading from the previous billing is found to be incorrect.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**\*\*\*\*EVERYTHING MUST BE FILLED OUT IN ORDER FOR THIS REQUEST TO BE PROCESSED\*\*\*\***